IT Plan – Agency Submitted

117 OFFICE OF THE STATE AUDITOR
Version: 2009-B-01-00117
Project: **Infrastructure**

Date: 11/20/2008
Time: 8:25 AM
Page 66 of
563

Agency IT Plan Contact Data
Donald LaFleur
IS Audit Manager

600 E Boulevard Ave, Dept 117
Bismarck, ND 58505

701-328-4744
dlafleur@nd.gov

Review of Agency's IT Architecture
The State Auditor's Office is committed to using technology in accomplishing its mission. The State Auditor's Office operates three local area networks, two in the two different office buildings in Bismarck and one in Fargo. Every auditor in the State Auditor's Office has a personal computer assigned to him or her for performing audit analysis and write-up. We operate 5 networked laser printers (3 in Bismarck main office, one in Bismarck Minerals Royalty office, and one in the Fargo office). In addition we operate one networked copier in the Bismarck Main Office. It is our goal to give every auditor two monitors to work with while in the office, at client sites they operate with just their portable.

Technical support is provided by the Information Systems audit staff in addition to their regular audit duties. All services are provided by ITD.

Planned Infrastructure Activities and Changes
The mission of the State Auditor's Office is to "To provide innovative audit services designed to improve governmental operations and to provide accountability for the benefit of the citizens of North Dakota."

The State Auditor's Office is committed to using technology in accomplishing its mission. Every auditor in the State Auditor's Office has a personal computer assigned to him or her for performing audit analysis and write-up. The State Auditor's Office also uses the state mainframe to access and analyze data from client information systems.

In order to ensure that the auditor's are able to do their work as efficiently and effectively as possible the State Auditor's Office plans to continually upgrade the technology available to the auditors and their technology skills. In addition , the State Auditor's Office will continue to innovate the use of computerized audit techniques in the audit process.

The State Auditor's Office is requesting funding for an Electronic Working Paper system to save audit documentation time and help focus audit resources better.

IT Plan – Agency Submitted

117   OFFICE OF THE STATE AUDITOR

Version: 2009-B-01-00117

Project: **Infrastructure**

Date: 11/20/2008

Time: 8:25 AM

Page 67 of

563

1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 31
   Number of desktops for which you are requesting replacement funding: 6
   Average replacement cost/desktop: 700

3. Total number of laptop computers: 29
   Number of laptops for which you are requesting replacement funding: 19
   Average replacement cost/laptop: 1,350
What state planning region are these desktop/laptop computers located?
Region 1   0 **2**   0 **3**   0 **4**   0 **5**   17 **6**   0 **7**   43 **8**   0

4. What percentage of these pcs are running the following operating systems:
   (total should be equal to 100%)

Open Source OS	0 **%**
MAC OS	0 **%**
Windows Vista	0 **%**
Windows XP	100 **%**
Other	0 **%**

5. What additional expenditures are being paid out of non-appropriated funds?
Please explain:

IT Asset Management Plan
The State Auditor's Office uses desktops and laptop computers. Desktops are replaced on a four year cycle and laptops are replaced on a three year cycle. Replacement computers are purchased using the standardized computers from the state contract. Retired comptuers are sent to Surplus Property.

Printers and monitors are replaced as needed with no set schedule. Printers generally last about 5-6 years and monitors for 10 years. We have made efforts in recent bienniums to upgrade monitors to 24".

Our copier is leased and is upgraded as needed.

Software used is Windows that is purchased with new computers and Microsoft Office that for the most part we have on the maintence plan with Microsoft which allows up to update to new versions when released.

The IS Audit staff manages all updates to IT equipment and software in addition to other support and audit duties.

IT Plan – Agency Submitted
117   OFFICE OF THE STATE AUDITOR
Version: 2009-B-01-00117
Project: **Infrastructure**

Date: 11/20/2008

Time: 8:25 AM

Page 68 of

563

IT Plan – Agency Submitted

117 OFFICE OF THE STATE AUDITOR

Version: 2009-B-01-00117

Project: **Infrastructure**

Date: 11/20/2008

Time: 8:25 AM

Page 69 of

563

		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$22,750	$15,400	$0	$15,400	$15,400
IT5510	IT EQUIPMENT UNDER $5000	$48,247	$45,150	$9,600	$54,750	$45,150
IT6010	IT DATA PROCESSING	$126,190	$104,000	$0	$104,000	$104,000
IT6020	IT COMMUNICATIONS	$49,600	$46,700	$0	$46,700	$46,700
IT6930	IT EQUIPMENT OVER $5000	$10,000	$0	$0	$0	$0
	Total Budget:	**$256,787**	**$211,250**	**$9,600**	**$220,850**	**$211,250**
001	STATE GENERAL FUND	$192,297	$160,550	$9,600	$170,150	$160,550
246	STATE AUDITORS OPERATING FUND 246	$45,250	$34,000	$0	$34,000	$34,000
G022	ROYALTY AUDIT PROGRAM	$19,240	$16,700	$0	$16,700	$16,700
	Total Funding:	**$256,787**	**$211,250**	**$9,600**	**$220,850**	**$211,250**

IT Plan – Agency Submitted
117   OFFICE OF THE STATE AUDITOR
Version: 2009-B-01-00117
Project: 1   Electronic Working Paper

Date: 11/20/2008
Time: 8:25 AM
Page 70 of
563

Agency Priority - 1   **Project Type:** New initiative

Project description
The primary purpose of this project is to replace our existing paper based working papers with an electronic system. Working papers would be prepared, reviewed and stored electronically.

This project will also replace our system for planning, staffing and tracking audit progress.

Briefly describe the business need or problem driving the proposed project.
Problem: They Auditor's Office needs to increase the staff hours available to work on audits without increasing number of staff.
• Need an efficient method to create, manage, and store working papers; industry estimates are that 50% of audit time is spent documenting work.
• Need a comprehensive system to plan, staff, and track audits.

Describe how the project is consistent with the organizations mission.
The mission of the State Auditor's Office is "To provide innovative audit services designed to improve governmental operations and provide accountability for the benefit of the citizens of North Dakota." Our goals are to:
1. Develop sound findings and recommendations to help improve state government operations and accountability.
2. Maintain compliance with the highest industry standards.
3. Focus our audit resources as effectively as possible.
4. Maintain our highly qualified, experienced

Describe the anticipated benefits of the project and who will derive the benefits.
The typical auditor costs $28 per hour; a typical audit takes 200 hours. Using the industry estimates that means documentation takes 100 hours (50%) and costs $2,800 in staff time. Electronic working papers would reduce documentation time by 40% to 60 hours and eliminate paper costs for a total savings of $1,120. In addition time spent on actual auditing goes from 100 to 140.

Describe the impact of not implementing the project.
Risk of not doing the project
• Will not have saved staff hours to use to expand audits
• Not full achieve objectives of improving state government and focusing audit resources efficiently.

IT Plan – Agency Submitted

117   OFFICE OF THE STATE AUDITOR

Version: 2009-B-01-00117

Project: 1   Electronic Working Paper

Date: 11/20/2008

Time: 8:25 AM

Page 71 of

563

Identify any risks associated with implementing this project and explain how the risks will be mitigated.

Risks of doing the project

- Staff may not accept electronic working papers
- Changing business processes to fit system
- Learning curve of using system may reduce efficiency initially

Describe the additional costs?

Salaries for staff participation in project.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - $20,000

Optional Project Costs -

Total Project Cost? -

Tot Proj Costs + Optionals -   **$0**

What additional expenditures are being paid out of non-appropriated funds?

NA

IT Plan – Agency Submitted

117   OFFICE OF THE STATE AUDITOR

Version: 2009-B-01-00117

Project: 1   Electronic Working Paper

Date: 11/20/2008

Time: 8:25 AM

Page 72 of

563

		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$0	$0	$103,800	$103,800	$34,000
IT6010	IT DATA PROCESSING	$0	$0	$33,200	$33,200	$6,000
IT6030	IT CONTRACT SERVICES & REPAIRS	$0	$0	$13,000	$13,000	$0
	Total Budget:	**$0**	**$0**	**$150,000**	**$150,000**	**$40,000**
001	STATE GENERAL FUND	$0	$0	$150,000	$150,000	$40,000
	Total Funding:	**$0**	**$0**	**$150,000**	**$150,000**	**$40,000**